GOVERNMENT OF ANDHRA PRADESH
FINANCE (HRM.VI) DEPARTMENT

PENSIONS - Amendment to the G.O.Ms.No.263,Finance(PSC)Department, Dated 23.11.1998 in the prescribedform of application for pensionery benefits – Certain additions to the existing format –Orders - Issued.

FINANCE (HRM.VI)DEPARTMENT

G.O.MS.No. 111 Dated 03.09.2015

Read the following

1.G.O.Ms.No.263,Finance(PSC)Department, Dt:23.11.1998.
2.Cir.Memo.No.42/PSC/2012, Dt:17.02.2012 of Finance(PSC)Department
3.G.O.Ms.No.97, Finance(PSC)Department, Dt: 07.05.2014
4.Lr.No.AG(A&E)/PM-III/4-2/2014-15/134411,Dt:12.03.2015 received from AG(A&E), AP&TS,Hyderabad.

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Government in the 1st read above, have evolved certain changes to the existing format and accordingly simplified the existingpensionformat for pensioners.

2. The Accountant General (A&E), Andhra Pradesh, Hyderabad in their letter 4th cited has proposed certain additional information to the existing form of application for pensionery benefits prescribed vide G.O.Ms.No.263,Finance(PSC)Department, Dated 23.11.1998in order to provide better and quick service to the pensioners isas follows:

In Part I of the Application

a) Employee ID Number
b) GPF Account Number
c) PAN Card No
d) Aadhaar No.
e) IFS code and MICR code of the Bank where payment is opted

In Part II A

a) TAN of the DDO
b) Signature of the DDO

In Part II B: Name of the beneficiary.

3. Government after careful examination of the matter hereby issue ordersby adding the additional information to the existing format of application for pensionery benefits prescribed vide G.O.Ms.No.263,Finance(PSC)Department, Dated 23.11.1998 read with G.O.Ms.No.97, Finance(PSC)Department, Dt: 07.05.2014 as desired by the Accountant General. The revised format is appended to this order.

4**.** All the Departments of secretariat, HODs, Heads of Offices and Pension Sanctioning Authorities are instructed to submit the application for pensinary benefits duly filling all information for prompt disposal of pension cases so that retiring incumbents can receivetheirpensionary benefits immediately after their retirement.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

Ms. HEMA MUNIVENKATAPPA
SPECIAL SECRETARY TO GOVERNMENT

To

The Accountant General (A&E), AP, Hyderabad
All Departments of Secretariat
All Heads of Departments
The Director of Treasuries and Accounts, AP, Hyderabad
The Pay & Accounts Officer, Hyderabad
The Director of State Audit, AP, Hyderabad
The Director of Works Accounts, AP, Hyderabad
The Registrar General, High Court of Judicature at Hyderabad for the State of Telangana and the State Andhra Pradesh.
The Resident Commissioner of Andhra Pradesh in New Delhi, Andhra
Bhawan, 1 Ashoka Road, New Delhi.
All District Collectors.
All District Judges of Andhra Pradesh.
Copy:
The Chief Secretary to the Government of Andhra Pradesh.
The Principal Secretary to Governor, Andhra Pradesh, Hyderabad.
The Principal Secretary to the Chief Minister and Private Secretaries to all Ministers.
The Secretary, Andhra Pradesh Public Service Commission, Hyderabad.
All the District Treasury Officers (with copies for Sub-Treasury Officers).
The Managing Director of AP State Road Transport Corporation, Hyderabad.
All District Educational Officers.
All the District Development Officer, ZillaPrajaParishads.
All District Panchayat Officers.
All Registers of Universities
All Principals of Junior and Degree Colleges of Andhra Pradesh.
All Mandal Development Officers.
All Secretaries of ZillaGrandhalayaSamsthas through Director of Public Libraries, Hyderabad
All Secretaries of Agricultural Market Committees through the Commissioner and Director of Marketing, A.P., Hyderabad.
All Commissioners/ Special Officers of Municipal Corporations & Municipalities.
The Commissioner, Government Printing Press, A.P. Hyderabad for publication in the Andhra Pradesh Gazette.
The General Administration (Cabinet) Department.
The General Administration (SW) Department
The President, AP Secretariat Association, Secretariat, Hyderabad
All Recognized Pensioners Associations.
SF/S.Cs.

//FORWARDED::BY ORDER//

SECTION OFFICER

.

FORM OF APPLILCATION FOR SERVICE PENSION/FAMILY PENSION/RETIREMENTGRATUITY/SERVICEGRATUITY /COMMUTATION

(*To be furnished in duplicate)*

PART-I Information to be furnished by the Government Servant / Applicant

(The Pension Sanctioning Authority shall forward the application duly processed to the AG (A&E) / L.F Authority within a period of 30 days)

1.	(a)Name of the Government Servant (b) Post held	
2.	Name of the Applicant (in case of death of government servant)	
3.	Permanent Address	
4.	Employee I.D Number	
5.	GPF Account Number	
6.	PAN Card No.	
7.	Aadhaar No.	
8.	IFS code and MICR code of the Bank where payment is opted	
9.	Address after retirement	
10.	Commutation of Pension (a) Whether willing to commute *40% of monthly pension, subject to A.P.Civil Pensions (Commutation) Rules, 1944 (b) If the answer is 'NO' specify the fraction less than *40%	YES/No
11.	(a) Name of the Pension Disbursing Authority i.e., Treasury officer/Pension Payment Officer	
	(b) Name of the Paying Bank from where pension payment is desired by the pensioner /family pensioner gratuitant	Name of the Bank and Branch ---------- / S.B. Account No. ----------

**Note :-*Consequent on the issue of orders in G.O.Ms.No.158 Fin &Plg (FW.Pen.I) Dept., dt. 16.9.99 enhancing the maximum pension that can be commuted upto 40% w.e.f. 1.4.99, this 1/3rd was to be changed as 40% at both the places.*

12. List of family members

(a)	(b)	(c)	(d)	Martial/Employment status of the children of the applicant/deceased Govt.servant	
Sl. No.	Name of the Family Member	Date of Birth	Relationship with Government Servant	Married or unmarried. Date of Marriage if married	Whether employed or not Given details of employment
1.					
2.					
3.					
4					

Instructions :

1. The Government servant is instructed to fill up the proforma very carefully as the data furnished is vital for sanction of family pension. He/She may note that alternations of the data furnished at a later date is not permissible.
2. The “family” for the purpose mean “wife” or “husband” as the case may be, “sons” and “unmarried daughters” as laid down in Rule 50 (12) (for Family Pension) and Rule 46(5) (for gratuity) of A.P.Revised Pension Rules 1980.
3. In case of death while in service of Government servant, the answer ‘Married’ in case of daughters will be understood that the daughter is already married as on the date of death of the Government servant.

DECLARATION

1. I undertake to refund the amount of Pension, Gratuity and Commutation, if it is found subsequently to be in excess of the amount to which I was entitled under the Rules.

2. I solemnly affirms that the particulars given by me in Part-I at item 12 are correct and true to the best of my knowledge. If found false in future, I am liable for suitable action as may be taken by the Government.

3. The particulars given above are correct and true to the best of my knowledge. If found false in future I may be liable for any action that may be taken by the Government.

Place :
Date :

Signature of the
Government Servant / Applicant

To be filled in by the Head of the Office

1. Applicant for pension / gratuity etc. in Part-I is received on _____ (Date to be recorded).

2. Certified that the person/persons mentioned by the Government servant/Applicant in item 7 of Part I are legally entitled to receive the pension/share in gratuity.

3. Guardianship certificate : (to be filled in wherever necessary)

   This is to certify that the following minors of the deceased Government Servant Late Sri/Smt._____ is/are under the guardianship of Sri/Smt. _____

Sl.No	Name	Date of Birth	Relationship
1.			
2.			
3.			
4.			

Place :
Date :

Signature of the
Head of Office

Office Seal :

Part-II (A) Information to be filled up by the Pension Sanctioning Authority	
1. Name of the Government Servant and post held	
2. Father's name/Husband's name	
3. Name of the Applicant (in case of death of Government servant)	
4. Date of Birth of Government servant	
5. Date of entering into service	
6. Date of retirement/death	
7. Designation and office from which theGovernment servant retires/retired/died	
8. TAN of the DDO	
9. Signature of the DDO	
10. **The rules applicable :** (a) The relevant Rule under the AP Revised Pension Rules, 1980 applicable (tick the rule number (s) applicable and strikeout the rest)	Rule 33 Superannuation Pension (Rule 42)
	Rule 34 Retiring Pension (Rule 43/44)
	Rule 35 Pension absorption under a corporation
	Rule 37 Invalid Pension
	Rule 38 Compensation Pension
	Rule 39 Compulsory Retirement Pension
	Rule 40 Compassionate Allowance
	Rule 43 Retirement on completion of 20 years of qualifying service
	Rule 44 Retirement on completion of 33 years ofqualifying service
	Rule 46 Retirement Gratuity
	Rule 50 Family Pension
(b) Whether ANTICIPATORY PENSION is being sanctioned in terms of Rule 51	Yes/No
(c) Whether PROVISIONAL PENSION is being sanctioned in terms of Rule 9 (4)read with rule 52	Yes/No
(d)Any other rule applicable	
11. Total service (6 - 5)	
12. Periods of non-qualifying service	
(a) E.O.L.	
(b) Suspension period	
(c) Dies - non	
(d) Boy service	
(e) Any other service not qualifyingfor pension	

Total non-qualifying service (a to e)			
13. Net qualifying service (11-12)			
14. Weightage if any			
15. Total qualifying service for calculation of pension (13+14)			
16. Last pay drawn (Rule 31, 46(4), 50(12)(c) APRPRs, 1980 Para 4 of G.O.Ms.No.87,Fin&Plg.(FW:Pen.I) Dept.,dt. 25.5.98)	Basic Pay: Scale : Under Revised Pay Scale :		
17. Calculation of service pension/ServiceGratuity (Rule 45 of APRPRs 1980)*			
18. Calculation of Retirement gratuity (Rule 46 of APRPRs, 1980)			
19. Calculation of Family Pension (a) Enhanced family pension			
(b) Normal family pension			
20. Period of Payment of Pension	As applicable to the case under consideration		
(a) Service Pension	From till death		
(b) Enhanced Family Pension	From To		
(c) Normal Family Pension	From To		
21. Government dues to be recovered in respect of	Principal	Interest	Total
(a) House Building Advance			
(b) Motor Car/Cycle Advance			
(c) Marriage Advance			
(d) Advance Leave Salary			
(e) Advance Salary on Transfer			
(f) Dues on Account of GovernmentQuarters			
(g) Telephone/Trunk Call Charges			

(h) Festival Advance			
(i) Education Advance			
(j) Computer Advance			
(k) Other Government Dues			
Total			
Note :-Information with conditions will not be accepted by Pension Issuing Authority. Amounts for recovery should be specified and should be in whole rupees. Absence of information will be understood as no dues for recovery.			
22. LPC is enclosed/LPC will be sent after retirement :			

CERTIFICATE

(As per Cir.Memo.No.42/PSC/2012, Dt: 17.02.2012 of Finance(PSC)Department)

Certified that in the capacity of pension sanctioning authorities, that they have verified the services with reference to pay rolls, pay fixations, including the automatic advancement schemes, appointments/pay fixations from time to time till the date of retirement.

PENSION SANCTIONING AUTHORITY

Part - II (B)

Sanction of Pension

:

a. Certificate of competency to accord sanction (applicable in case of sanction of pension to non-gazetted officers including Class-IV employees);

(i) I am declared by the Head of the Department to be the Head of an office to accord sanction in this case under the powers delegated modified orders issued by G.O.Ms.No.132, F&P (FW.PSC) Department dated 18-9-2000 and read with G.O.Ms.No.262 F&P (FW.PSC) Dept, dt 23-11-98.

OR

(ii) I am the next Gazetted Authority in the hierarchy to the Head of the office in this case who is a non-gazetted officer and hence, I am competent to accord sanction under the powers delegated modified orders issued by G.O.Ms.No.132, F&P (FW.PSC) Department dated 18-9-2000 and read with G.O.Ms.No.262 F&P (FW.PSC) Dept, dt 23-11-98 &G.O.Ms.No.208 Finance(PSC) Dept, dt 04.06.2010

(Strike off whichever is not applicable)

b. Sanction Order :

Pensionary benefits including commutation found admissible under the rules may be authorised. It is verified from the records in my custody and certify that no disciplinary or judicial proceedings are pending / contemplated against retiring / retired government servant to whom I am the authority for sanction of pension.

c. Name of the beneficiary:

(i) Service pension :

(ii) Retiring gratuity :

(iii) Commutation :

(iv) Family pension :

(a) Enhanced Family Pension :

(b) Normal Family Pension :

(v) Under Revised Pay Scales :

Signature and Designation of Pension Sanctioning Authority
Date :

Office Seal :

Note 1 :- This is to be prepared in duplicate by the Pension Sanctioning Authority, one for the record of Pension Sanctioning Authority and the other one to be sent to Account General/Local Fund Audit Officer.

Note 2 :- The Pension Sanctioning Authority should satisfy about the correctness of the particulars of family furnished by the government servant / Applicant in Part-I.

Note 3 :- If the Pensionary benefits are not to be released, Part-II-B shall be struck off.

Note 4 :- If there is any likelihood of delay, Anticipatory Pension / Anticipatary Gratuity as per Rule 51 of A.P. Revised Pension Rules 1980 shall be drawn and paid by the Head of Office to the beneficiary without any delay.

Note 5 :- Heads of Departments are those listed in Appendix-I mentioned in Article 6 of A.P. Financial Code Volume-I / Subsidiary Rule 32 (ii) of FR.9.